



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 5th November 2015 At The Village Hall, Toppesfield at 8.00pm

As an act of remembrance a one minute silence was held before the meeting was opened.

15/225. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull - Chairman
Councillor Dave Dyson – Vice Chairman
Councillor Andrea Chinery
Councillor Mike James
Councillor Alan Preston
Councillor Paul Thompson

Also in attendance:
3 members of the public
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:
Councillor Linda Bowen

15/226. Declaration of Members' interests in agenda items:

No declaration of members interests were made at this point.

15/227. Open Session – opportunity for members of the Parish to address the Parish Council.

It was reported that the Returns to the Charity Commission for the Charities have been done and one account will be opened for Charities monies to go through. It was clarified that it is not for the Parish Council to take on the Charities work on their own, the Parish Council have two representatives along with two representatives from the Church and the vicar who carry out the wishes of the Charities. It was also stated that the land is not Parish land but Charity Land and the Parish Council have no jurisdiction over the Church side of the Charities.

The War Memorial was mentioned regarding its condition and that the names need re-doing and names need to be put by the commemoration trees. Councillor Bull reported that the memorial was cleaned last year and the cost of lettering had been looked into.

It was noted that Tony Davison had made and installed the old noticeboard and the replacement looks good. Councillor Bull acknowledged this and thanked Tony Davison for his work.

It was reported that the 20 Elms purchased as a living commemoration to those who died in WW1 will be blessed by the Vicar before planting. They will be planted in 2 or 3's. It was asked in principal if some of the trees can be planted on the playing fields and on the piece of land behind the pub.

The amount of dog mess was mentioned especially on the allotments, the pathway from Camoise Close to the Church and in the Churchyard. Councillor Bull will put an article in the newsletter to reminder people of their responsibilities in clearing up after their dogs and notices will be displayed. Councillor Bull will also speak to the dog Warden at Braintree District Council.

15/228. Minutes of the last Parish Council Meeting (*previously circulated*)

The minutes of the Parish Council meeting held on 1st October 2015 were approved and signed as correct.

15/229. Matters Arising from last meeting - not dealt with below

Defibrillator – it was agreed by the parish council to pursue in adopting the Telephone box in Toppesfield to put a defibrillator in.

It was proposed that a Personnel Committee be set up – to consist of Councillor Bull, Councillor James, Councillor Preston and Councillor Chinery. This will be discussed/voted on at the next Parish Council meeting.

15/230. Actions from previous meeting:

- 15/230.1 Kaaren Berry to follow up when the next Network 5 meeting is to be held – this will be booked for the 23rd November 2015 at 7.30pm at Toppesfield Village Hall.
- 15/230.2 Councillor Bull to forward copy of the Buckingham Palace nomination form to Kaaren Berry – ongoing.
- 15/203.3 Kaaren Berry to follow up with Essex County Council and Greenfields regarding The Causeway drives and path – see agenda item 15/234.2.
- 15/230.4 Councillor Dyson and Kaaren Berry to complete Braintree District Council Emergency Planning Document – ongoing.
- 15/230.5 Kaaren Berry to contact Playquip for a new ‘pin & bush’ for one of the swings in Toppesfield Playing Field – ongoing as confusion over correct part required.
- 15/230.6 Councillor Preston to follow this up with the homeowners along the footpath re condition. The residents adjoining the path believe this is Parish Council land. Councillor Thompson will make enquiries with Land Registry about the footpath.
- 15/230.7 Councillor Thompson to seek quotes for security lights for Church Lane playing fields. The quote received was under £150 for 30watt security light. Lights to be placed over looking the boules court and the children’s play area. There would be an additional charge for an electrician to wire up the lights. It was agreed that £200 could be spent on the project – this was proposed by Councillor Alan Preston and Seconded by Councillor Andrea Chinery.
- 15/230.8 Kaaren Berry to speak to Stambourne Parish Council re their booking procedure regarding their Pavilion – information has been requested but no response as yet.
- 15/230.9 Councillor Bull to contact Environmental Health re residents complaint on the smell of dog waste and related issues – additional information has been raised around noise and roaming chickens. Councillor Bull to contact Braintree District Council with new concerns.
- 15/230.10 Kaaren Berry to report the sinking road at the corner of Camoise Close following the work by Anglian Water. This was reported and the repairs carried out.
- 15/230.11 Councillor Bull to invite County Broadband to attend the Community Listening Event. County Broadband are not able to attend.
- 15/230.12 Councillor Chinery to speak to the Toppesfield School Association and ask for help in running the games at the hall for Halloween event. This was done but their help was not needed on this occasion.
- 15/230.13 Councillor Bull to speak to Bernie Stevenson regarding the zombie march. Bernie Stevenson will organise the march again this year and the pub landlord will organise the games, etc. in The Green Man afterwards.
- 15/230.14 Kaaren Berry to write a letter of support to Braintree’s Mi Community for the Toppesfield Community Pub application to renovate the barns – letter of support has been written to the Mi Community.

15/231 Internal Practices and management for the Parish Council

- 15/231.1 Braintree District Council Planning Training events – Review. Councillor Dyson reported that the training event was good and informative. Kaaren Berry has received a copy of the presentation made and will forward to all Councillors. It was also noted that no village envelope is in place for Gainsford End – to be followed up with Braintree planning office.
- 15/231.2 Two Hour Short Course Training – Review. It was agreed by all this was an informative evening,

15/232. Correspondence Received:

- 15/232.1 Community Led Planning Network RCCE – Neighbourhood Planning notice of a Coffee Morning 14 November 2015 was received.
- 15/232.2 The Conservation Volunteers – Tree Planting Scheme – information received. To be forwarded to

Councillor Thompson.

- 15/232.3 Clerk & Councils Direct – November Issue received
- 15/232.4 Carter Jonas – Potential Redevelopment of land off Park Lane and The Causeway, Toppesfield. Their current position was stated.
- 15/232.5 Braintree District Council – Tree Preservation Order 15/82 and works to be carried out– Braintree District Council have stated that the officer at the time was satisfied with the situation and all conditions were met.
- 15/232.6 Email received from Jane Clark, Berwick Hall Farm – Councillor Bull to respond to points raised.

Late Correspondence:

mh-p website analytical report for October was received.

Braintree District Council – Open Space Action Plan – to be up dated and returned by end of this year. Forwarded to all Councillors for comment.

EALC – Transparency Briefing Training – It was agreed that Councillor Dyson and Kaaren Berry will attend on of the training sessions.

Total Transport Project – would not be able to attend parish council meetings but would rather meeting individuals at clubs, societies or coffee mornings to discuss travel issues.

RCCE are hold a Coffee morning on 14th December 2015 at the Feering office with information about community led projects.

15/233. Financial Accounts:

15/233.1 To open and discuss quotes received for works to area around Gainsford End Pump and to the Land behind The Green Man Public House which is being purchased by the Parish Council.
One quote for the works around the Gainsford End pump was received – this was discussed and it was agreed to accept the quote and ask for the work to be completed as soon as possible.
The works on the land behind The Green Man public house have been put on hold until the land purchase is complete. Discussions were held as to whether the land should be fenced or have a hedge planted around it. It was agreed to plant a hedge, once the purchase has been completed.

15/233.2 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was presented and payments approved and signed.

15/233.3 Budget for 2016/2017 – projects to be factored into next year's budget. It was agreed to hold a separate meeting, 30 November 2015 at 7.30pm, to compile the budget for presenting at the next Parish Council meeting.

15/234. Highways

15/234.1 Temporary closure of Toppesfield Road in the parish of Finchingfield from the junction with Wethersfield Road to its junction with Gainsford End from 2nd November for three days. Notices have been displayed.

15/234.2 The Causeway footpath / access road – Kaaren Berry has met Greenfields regarding the state of the access road. A report will be made following the visit and Greenfields have stated they will keep Kaaren Berry update regarding this matter.

15/234.3 Update on footpath through Camoise Close to the church – Councillor Alan Preston. This was covered under agenda item 15/230.6.

15/235. Planning:

| Application No: | Description: | Location: | Comments By: |
|-----------------|--|---|---|
| 15/00035/COUPA | Prior approval for the change of use of an agricultural building to flexible use within shops, financial and professional services, restaurants and cafes, business, storage or distribution, hotels, or assembly or leisure - Change of Use to B8 | Meads Farm Great Yeldham Road Toppesfield Essex CO9 4LS | Information only - a notification has been made to ascertain whether Prior Approval by the local planning authority is required before the development can proceed. Details of the notification are displayed on the Council's website. |

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|--------------------------------|--|--|--|
| 15/01265/FUL & 15/01266/LBC | Amendments to previously approved planning application 10/01438/FUL and Listed Building Consent 10/01439/LBC consisting of fenestration changes and internal alterations to unit 1 | Berwick Hall Farm Park Lane Toppesfield Halstead Essex CO9 4DQ | Comments to Braintree District Council by 9 th November 2015 |
| 15/01344/FUL | Erection of new timber framed rear extension and minor internal renovation. | Woodleys Farm Gainsford End Toppesfield Essex CO9 4EJ | Comments to Braintree District Council by 27 th November 2015 |

No objections were made to either of the above applications at the Parish Council meeting.

15/236. Parish Plan Portfolio: Ecology & Environment

15/236.1 Councillor Mike James stated there was nothing to report this time.

15/237. Parish Plan Portfolio: Social and Community

15/237.1 Councillor Dave Dyson reported that a meeting has been held with Clive Stewart from the Neighbourhood Watch scheme along with Councillor Alan Preston and a parishioner who will head the local scheme. Leaflets and information will be available at the Community Listening Event on the 7th November 2015.

15/237.2 Meeting Rooms at The Green Man – Councillor Paul Thompson asked if there was a need for meeting rooms at The Green Man when the village hall are looking at this for their premises – possible conflict as they would not be needed in both locations.

15/237.3 Progress on Neighbourhood Plan – Councillor Dave Dyson stated this is ongoing and it will need to be registered on the Braintree District Council website.

15/237.4 Village Hall Operational Committee – Councillor Dave Dyson stated the quiz night went reasonably well but more attendees would have made all the difference.

15/238. Parish Plan Portfolio: Leisure & Recreation

15/238.1 Councillor Paul Thompson stated that the application to Asda's Golden Mile Foundation was not successful but a cheque for £150 has been received from Axa. Applications to other grant providers are being made. Councillor Thompson stated that Phase 1 covers access to the playing field and phase 2 covers the play area and LARG are looking to raise a further £26,000 for the projects.

15/238.2 Bulb planting - Councillor Paul Thompson confirmed that the bulbs have already been planted.

15/239. Parish Plan Portfolio: Communications and Transport

15/239.1 Councillor Andrew Bull reported that the understanding is the 333 bus service is likely to stop at the end of this year due to lack of use.

15/240. Parish Plan Portfolio: Economy and Employment

15/240.1 Update: Councillor Alan Preston

15/240.2 Village Handyman – to be looked into.

15/240.3 Essex air ambulance – Councillor Alan Preston confirmed that he is now registered with the Essex Air Ambulance and in the region of £60-£70 was raised for Essex Air Ambulance when a rugby ball was raffled off in The Green Man Public House.

15/240.4 Update on snow clearance and shovels. Councillor Preston reported that the shovels have been collected and will be distributed and the volunteers have all received their programmes.

15/241. Parish Plan Portfolio: Youth

15/241.1 Councillor Andrea Chinery reported that the response to the letter she sent out to all the school children and attendance at the afterschool drop in session was not well supported. However a few ideas were passed on. This will be continued at the Community Listening Event to gain further ideas.

15/242 Community Listening Event

15/242.2 Councillor Andrew Bull to update on plans for the event – the areas for discussion were confirmed as Call for Sites, LARG, Neighbourhood Watch, Youth and the Village Hall. This will be informal with displays on each area for people to discuss and comment on. Cream teas will be also be provided. The event will run from 2pm – 4pm on the 7th November 2015 in the Village Hall.

15/243. Christmas Event:

15/243.1 Councillor Andrew Bull confirmed that a Christmas Tree has to be purchased this year. He also confirmed that the Christmas tree competition will be run in the church with groups/organisations each decorating a tree. This will be followed by food at the pump, fireworks and an organist will be playing in The Green Man Pub. This will take place on Saturday 6th December 2015 and starts in the Church at 6pm. It was suggested that the Parish Council grow their own Christmas trees for future years.

15/244. Parish Surgery:

15/244.1 Report on Parish Council surgery 8th October 2015 – Councillor Alan Preston reported that only concerns raised were regarding the call for sites.

15/244.2 The next Parish Surgery will be held on 7th November 2015 from 10.30am – 12.30pm in the Village Hall and Councillor Andrew Bull will be in attendance.

15/245. Any Other Business:

To discuss any other business / items for the next agenda

There was no any other business raised.

15/246. Date of the next meeting:

The next Parish Council Meeting is scheduled for 3rd December 2015 at 8pm at Toppesfield Village Hall

15/247. Close

The meeting was closed at 10.55pm.

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Chairman

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Date

Action Summary:

Councillor Bull to put an article in the newsletter reminding people of their responsibilities in clearing up after their dogs.

Councillor Bull to contact the dog Warden at Braintree District Council regarding the dog mess in the village.

Councillor Bull to forward copy of the Buckingham Palace nomination form to Kaaren Berry.

Councillor Dyson and Kaaren Berry to complete Braintree District Council Emergency Planning Document.

Kaaren Berry to contact Playquip for a new 'pin & bush' for one of the swings in Toppesfield Playing Field.

Councillor Thompson to make enquiries with Land Registry about the footpath from Camoise Close to the Church regarding ownership.

Kaaren Berry to speak to Stambourne Parish Council re their booking procedure regarding their Pavilion.

Councillor Bull to contact Braintree District Council with new concerns raised around noise and roaming chickens.

Kaaren Berry to forward a copy of the Braintree District Council Planning Training evening to all Councillors.

Appendix A

| Accounts – 5th November 2015 | | | | |
|--|---|--|-----------|-------------------|
| | | | £ | £ |
| National Savings Deposit Account: | | | | |
| Balance as at 1st January 2015 | | | 2559.74 | |
| Community Account | | | | |
| Online | Balance as at 30th October 2015 | | | £22,577.00 |
| Subtotal: | | | £2,559.74 | |
| All previous issued cheques cashed balance should be | | | | £22,322.52 |
| Income Received | | | | |
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| Payments to be approved: | | | | |
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| Date of invoice | | | Chq No: | Unrecoverable VAT |
| 05.10.15 | Stuart Hammond - Noticeboard removal and replacement | | 101626 | 350.00 £0.00 |
| 07.10.15 | P. Thompson - 2 x Space set of Keys for the Pavillion | | 101627 | 16.00 £0.00 |
| 15.10.15 | Darkins Supply Stores - Snow Shovels | | 101628 | 72.00 £0.00 |
| 21.10.15 | Information Commissioner - Data Protection registration renewal 2.12.15 | | 101629 | 35.00 £0.00 |
| 27.10.15 | Paul Chinery - verge cutting | | 101630 | 540.00 £0.00 |
| 27 & 28.10.15 | Paul Clark Printing - Leaflets & Autumn News | | 101631 | 392.00 £0.00 |
| 30.10.15 | P Roberts - Neighbourhood Watch leaflets | | 101632 | 20.00 £0.00 |
| 02.11.15 | Toppesfield Village Hall Committee - quarterly invoice | | 101633 | 283.50 £0.00 |
| 01.11.15 | K. Berry - September wages | | 101625 | £242.48 £0.00 |
| | | | | £1,950.98 |
| 19.10.15 | Bank Charges will be deducted on 4th November 2015 | | | £5.00 £0.00 |
| Balance | | | £2,559.74 | £20,366.54 |
| Last bank statement received up to 30th september 2015 | | | | |
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